



CITY OF TEMPE NEIGHBORHOOD ENHANCEMENT SECTION

APPLICATION/VERIFICATION

You are about to begin your formal Application/Verification process. This process requires us to verify all information about your family household to determine if you are eligible for the Housing Improvement Program. All information must be verified before you can be certified as eligible for participation in the Program.

Step I: Contact the Grants Specialist who is listed on your Application/Verification notice to schedule your appointment. The Head of Household, Co-Head, Spouse, and all family members who are 18 years of age or older, must be present for the appointment.

Step II: Review the list of items to bring below. Bring those items that apply to all persons who are currently living in your home and who are anticipated to remain in the household.

THINGS TO BRING

1. Valid Picture ID's for head of household and co-head/spouse and all household members 18 years of age or older.
2. Divorce decrees and/or separation agreements, if applicable.
3. Documents that verify the source and amount of all family income, including:
 - a. current paystubs with the name and address of current employers (for all household members who are employed);
 - b. AFDC, Social Security, SSI, General Assistance, VA Benefits, military pay, rental agreements, insurance settlements, babysitting, odd jobs, temporary jobs, alimony, child support, family support, etc;
 - c. Last two years W-2 Statements and Federal Tax Returns.
4. Documents that verify the source and amount of all family assets, including:
 - a. the name and address of banks, credit unions, financial institutions you are currently using;
 - b. recent checking and/or savings accounts, CDs, IRAs, etc.
 - c. verification of all stocks, bonds, deeds, notes, etc.
 - d. verification of all tax assessments on property you or other household members own,
 - e. documentation of assets disposed of and acquired within the past two years.
5. Documents that verify proof of home ownership:
 - a. warranty deed (or, if a mobile home, a title)
 - b. copy of current mortgage statement or payment coupon, if applicable
 - c. homeowner's fire insurance policy
 - d. property tax statement

Note: You must have owned and occupied your home for at least six months prior to receiving rehabilitation assistance.

WARNING: If you fail to accurately report all income being received by all family members, fail to accurately report your family composition, or if you submit false documents or statements to the Housing Services Division, you will be denied rehabilitation assistance.

18 U.S.C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000.

TRD: 7/2002